



***Supervisors
Safety
Training
Students' Guide***

7 March 1997

INTRODUCTION TO SUPERVISOR SAFETY TRAINING

The Air Force Occupational Safety and Health goal is to reduce the number of occupational injuries and illnesses to zero. By striving to reach this goal, supervisors will enhance readiness and assist commanders to preserve vital resources to accomplish their mission.

The Occupational Safety and Health Act (OSHA) requires federal agencies to have occupational safety programs. Executive Order 12196 implements this law and requires federal agencies to observe 29 CFR (Code of Federal Regulations) 1960, written by the Department of Labor. Finally, the Department of Defense requires safety programs be established for both on- and off-duty.

The authority of the Air Force Mishap Prevention Program comes from Federal Law, Department of Defense (DoD) instructions, and the administrative powers of the Secretary of the Air Force. The Air Force implements these safety requirements through safety standards, instructions, and technical orders.

As a first-line supervisor you are an extremely important person in the AF Mishap Prevention Program. You are the first link between management and the work force to ensure workers are properly trained to safely perform the mission. You are also in the best position to motivate and maintain positive safety attitudes, and to identify, assess, and eliminate undue risk. The attitudes of workers toward mishap prevention will reflect the attitudes of their supervisor. It was for these reasons this guide was developed.

Acknowledge

The Air Force Safety Center Ground Safety Division wishes to thank TSgt Peter L. Maas, III, for his contributions in the development of this handbook.

Regulatory Requirements for the US Air Force Safety Program

Public Law 91-596
91st Congress. S. 2193
December 29, 1970

To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions, by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That this Act may be cited as the "Occupational Safety and Health Act of 1970".

FEDERAL AGENCY SAFETY PROGRAMS AND RESPONSIBILITIES

SEC. 19. (a) It shall be the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6. The head of each agency shall (after consultation with representatives of the employees thereof) --

- (1) provide safe and healthful places and conditions of employment, consistent with the standards set under section 6;
- (2) acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;
- (3) keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action;
- (4) consult with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (a) (3) of this section; and
- (5) make an annual report to the Secretary with respect to occupational accidents and injuries and the agency's program under this section. Such report shall include any report submitted under section 7902(e) (2) of title 5, United States Code.

(b) The Secretary shall report to the President a summary or digest of reports submitted to him under subsection (a) (5) of this section, together with his evaluations of and recommendations derived from such reports. The President shall transmit annually to the Senate and the House of Representatives a report of the activities of Federal agencies under this section.

(c) Section 7902(c) (1) of title 5, United States Code, is amended by inserting after "agencies" the following: "and of labor organizations representing employees".

(d) The Secretary shall have access to records and reports kept and filed by Federal agencies pursuant to subsections (a) (3) and (5) of this section unless those records and reports are specifically required by Executive order to be kept secret in the interest of the national defense or foreign policy, in which case the Secretary shall have access to such information as will not jeopardize national defense or foreign policy.

PRESIDENTIAL DOCUMENTS
Executive Order 12196 of February 26, 1980
Occupational Safety and Health Programs for
Federal Employees

By the authority vested in me as President by the Constitution and statutes of the United States of America, including Section 7905(c) of Title 5 of the United States Code and in accord with Section 19 of the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. 668), it is ordered:

1-1. Scope of this Order.

1-101. This order applies to all agencies of the Executive Branch except military personnel and uniquely military equipment, systems, and operations.

1-102. For the purposes of this order, the term "agency" means an Executive department, as defined in 5 U.S.C. 101, or any employing unit or authority of the Federal government, other than those of the judicial and legislative branches. Since section 19 of the Occupational Safety and Health Act ("the Act") covers all Federal employees, however, the Secretary of Labor ("the Secretary") shall cooperate and consult with the heads of agencies in the legislative and judicial branches of the government to help them adopt safety and health programs.

1-2. Heads of Agencies.

1-201. The head of each agency shall:

- (a) Furnish to employees places and conditions of employment that are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
- (b) Operate an occupational safety and health program in accordance with the requirements of this order and basic program elements promulgated by the Secretary.
- (c) Designate an agency official with sufficient authority to represent the interest and support of the agency head to be responsible for the management and administration of the agency occupational safety and health program.
- (d) Comply with all standards issued under section 6 of the Act, except where the Secretary approves compliance with alternative standards. When an agency head determines it necessary to apply a different standard, that agency head shall, after consultation with appropriate occupational safety and health committees where established, notify the Secretary and provide justification that equivalent or greater protection will be assured by the alternate standard.
- (e) Assure prompt abatement of unsafe or unhealthy working condition. Whenever an agency cannot promptly abate such conditions, it shall develop an abatement plan setting forth a timetable for abatement and a summary of interim steps to protect employees. Employees exposed to the conditions shall be informed of the provisions of the plan. When a hazard cannot be abated without assistance of the General Services Administration or other Federal lessor agency, an agency shall act with the lessor agency to secure abatement.
- (f) Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthy working condition, or other participation in agency occupational safety and health program activities.
- (g) Assure that periodic inspections of all agency workplaces are performed by personnel with equipment and competence to recognize hazards.
- (h) Assure response to employee reports of hazardous conditions and require inspections within twenty-four hours for imminent dangers, three working days for potential serious conditions, and twenty working days for other conditions. Assure the right to anonymity of those making the reports.
- (i) Assure that employee representatives accompany inspections of agency workplaces.
- (j) Operate an occupational safety and health management information system, which shall include the maintenance of such records as the Secretary may require.
- (k) Provide safety and health training for supervisory employees, employees responsible for conducting occupational safety and health inspections, all members of occupational safety and health committees where established, and other employees.
- (l) Submit to the Secretary an annual report on the agency occupational safety and health program that includes information the Secretary prescribes.

1-3. Occupational Safety and Health Committees.

1-301. Agency heads may establish occupational safety and health committees. If committees are established, they shall be established at both the national level and, for agencies with field or regional offices, other appropriate levels. The committees shall be composed of representatives of management and an equal number of nonmanagement employees or their representatives. Where there are exclusive bargaining representatives for employees at the national or other level in an agency, such representatives shall select the appropriate nonmanagement members of the committee.

1-302. The committees shall, except where prohibited by law,

- (a) Have access to agency information relevant to their duties, including information on the nature and hazardousness of substances in agency workplaces.
- (b) Monitor performance, including agency inspections, of the agency safety and health programs at the level they are established.
- (c) Consult and advise the agency on the operation of the program.

1-303. A Committee may request the Secretary of Labor to conduct an evaluation or inspection pursuant to this order if half of a Committee is not substantially satisfied with an agency's response to a report of hazardous working conditions.

1-4. *Department of Labor.*

1-401. The Secretary of Labor shall:

- (a) Provide leadership and guidance to the heads of agencies to assist them with their occupational safety and health responsibilities.
- (b) Maintain liaison with the Office of Management and Budget in matters relating to this order and coordinate the activities of the Department with those of other agencies that have responsibilities or functions related to Federal employee safety and health, including the Office of Personnel Management, the Department of Health, Education, and Welfare, and the General Services Administration.
- (c) Issue, subject to the approval of the Director of the Office of Management and Budget, and in consultation with the Federal Advisory Council on Occupational Safety and Health, a set of basic program elements. The program elements shall help agency heads establish occupational safety and health committees and operate effective occupational safety and health programs, and shall provide flexibility to each organization. Upon request of an agency head, and after consultation with the Federal Advisory Council on Occupational Safety and Health, the Secretary may approve alternate program elements.
- (d) Prescribe recordkeeping and reporting requirements.
- (e) Assist agencies by providing training materials, and by conducting training programs upon request and with reimbursement.
- (f) Facilitate the exchange of ideas and information throughout the government about occupational safety and health.
- (g) Provide technical services to agencies upon request, where the Secretary deems necessary, and with reimbursement. These services may include studies of accidents, causes of injury and illness, identification of unsafe and unhealthful working conditions, and means to abate hazards.
- (h) Evaluate the occupational safety and health programs of agencies and promptly submit reports to the agency heads. The evaluations shall be conducted through such scheduled headquarters or field reviews, studies or inspections as the Secretary deems necessary, at least annually for the larger or more hazardous agencies or operations, and as the Secretary deems appropriate for the smaller or less hazardous agencies.
- (i) Conduct unannounced inspections of agency workplaces when the Secretary determines necessary if an agency does not have occupational safety and health committees; or in response to reports of unsafe or unhealthful working conditions, upon request of occupational safety and health committees under Section 1-3; or, in the case of a report of an imminent danger, when such a committee has not responded to an employee who has alleged to it that the agency has not adequately responded to a report as required in 1-201 (h). When the Secretary or his designee performs an inspection and discovers unsafe or unhealthy conditions, a violation of any provisions of this order, or any safety or health standards adopted by an agency pursuant to this order, or any program element approved by the Secretary, he shall promptly issue a report to the head of the agency and to the appropriate occupational safety and health committee, if any. The report shall describe the nature of the findings and may make recommendations for correcting the violation.
- (j) Submit to the President each year a summary report of the status of the occupational safety and health of Federal employees, and, together with agency responses, evaluations of individual agency progress and problems in correcting unsafe and unhealthful working conditions, and recommendations for improving their performance.
- (k) Submit to the President unresolved disagreements between the Secretary and agency heads, with recommendations.
- (l) Enter into agreements or other arrangements as necessary or appropriate with the National Institute for Occupational Safety and Health and delegate to it the inspection and investigation authority provided under this section.

1-5. *The Federal Advisory Council on Occupational Safety and Health.*

1-501. The Federal Advisory Council on Occupational Safety and Health, established pursuant to Executive Order No. 11612, is continued. It shall advise the Secretary in carrying out responsibilities under this order. The Council shall consist of sixteen members appointed by the Secretary, of whom eight shall be representatives of labor organizations representing

Federal employees. The members shall serve three-year terms with the terms of five or six members expiring each year, provided this Council is renewed every two years in accordance with the Federal Advisory Committee Act. The members currently serving on the Council shall be deemed to be its initial members under this order and their terms shall expire in accordance with the terms of their appointment.

1-502. The Secretary, or a designee, shall serve as the Chairman of the Council, and shall prescribe rules for the conduct of its business.

1-503. The Secretary shall make available necessary office space and furnish the Council necessary equipment, supplies, and staff services, and shall perform such functions with respect to the Council as may be required by the Federal Advisory Committee Act as amended (5 U.S.C. App. I).

1.6 General Services Administration.

1-601. Within six months of the effective date of this order the Secretary of Labor and the Administrator of the General Services Administration shall initiate a study of conflicts that may exist in their standards and other requirements affecting Federal employee safety and health, and shall establish a procedure for resolving conflicting standards for space leased by the General Services Administration.

1-602. In order to assist the agencies in carrying out their duties under Section 19 of the Act and this order the Administrator shall:

(a) Upon request, require personnel of the General Services Administration to accompany the Secretary or an agency head on any inspection or investigation conducted pursuant to this order of a facility subject to the authority of the General Services Administration.

(b) Assure prompt attention to reports from agencies of unsafe or unhealthful conditions of facilities subject to the authority of the General Services Administration; where abatement cannot be promptly effected, submit to the agency head a timetable for action to correct the conditions; and give priority in the allocation of resources available to the Administrator for prompt abatement of the conditions.

(c) Procure and provide safety supplies, devices, and equipment, and establish and maintain a product safety program for those supplies, devices, equipment and services furnished to agencies, including the issuance of Material Safety Data Sheets when hazardous substances are furnished them.

1-7. General Provisions.

1-701. Employees shall be authorized official time to participate in the activities provided for by this order.

1-702. Nothing in this order shall be construed to impair or alter the powers and duties of the Secretary or heads of other Federal agencies pursuant to Section 19 of the Occupational Safety and Health Act of 1970, Chapter 71 of Title 5 of the United States code, Sections 7901, 7902, and 7903 of Title 5 of the United States Code, nor shall it be construed to alter any other provisions of law or Executive Order providing for collective bargaining agreements and related procedures, or affect the responsibilities of the Director of Central Intelligence to protect intelligence sources and methods (50 U.S.C. 403(d)(3)).

1-703. Executive Order No. 11807 of September 28, 1974, is revoked.

1-704. This order is effective July 1, 1980.

THE WHITE HOUSE,
February 26, 1980.

*******Federal Occupational Safety and Health (OSHA) Standard*******

1960.9 - Supervisory responsibilities.

Standard Number: 1960.9

Standard Title: Supervisory responsibilities.

SubPart Number: B

SubPart Title: Administration

Produced by USDOL OSHA - Directorate of Safety Standards &
Directorate of Health Standards
Maintained by USDOL OSHA - OCIS

Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations and orders issued by the head of the agency with respect to the agency occupational safety and health program.

1960.10 - Employee responsibilities and rights.

Standard Number: 1960. 10

Standard Title: Employee responsibilities and rights.

SubPart Number: B

SubPart Title: Administration

Produced by USDOL OSHA - Directorate of Safety Standards &
Directorate of Health Standards
Maintained by USDOL OSHA - OCIS

(a) Each employee shall comply with the standards, rules, regulations and orders issued by his/her agency in accordance with section 19 of the Act, Executive Order 12196, and this part which are applicable to his/her own actions and conduct.

(b) Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection.

(c) Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials.

(d) Employees shall be authorized official time to participate in the activities provided for in section 19 of the Act, Executive Order 12196, this part, and the agency occupational safety and health program.

Excerpts from AF Safety Policy Directives

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**28 SEPTEMBER 1993
AIR FORCE POLICY DIRECTIVE 91-2**



Safety

SAFETY PROGRAMS

1.1. The Air Force is committed to providing safe healthful environments both for Air Force people and for those affected by Air Force operations. It must be ever alert to identify and control hazards and to prevent mishaps. When mishaps do occur, the Air Force must learn the causes and take steps to ensure those mishaps are not repeated. This directive establishes policies for the Air Force's approach to safety. (Nuclear Weapons and Systems Surety is covered separately under AFPD 91-1, and Occupational Safety and Health is covered separately under AFPD 91-3.)

1.2. The Air Force will have a comprehensive safety program to identify and control hazards and to prevent mishaps.

1.3. At every level of its program, the Air Force will comply with Federal statutory and regulatory requirements and higher authority policy directives. This includes meeting all Federal mishap prevention objectives and safety provisions contained in status of force agreements between member nations.

1.4. The Air Force will identify and eliminate, as feasible, or reduce all hazards to its personnel and property, and to the general public when those hazards result from its operations.

1.4.1. When the Air Force cannot eliminate hazards, it will assess and document the risks associated with them and use protective measures to lower the risks to an acceptable level or to the lowest level feasible.

1.4.2. When hazards cannot be practically eliminated, commanders and operators must know the specific risks involved and manage those risks to an acceptable level to accomplish the mission.

1.5. The Air Force will investigate all mishaps involving its personnel and property, to include occupational injuries and illness. Investigative efforts will continue until the Air Force determines all the causal factors involved in the mishap and makes its recommendations for preventing recurrence.

1.5.1. Safety mishap investigations have priority over all other related investigations of a mishap until competent authority determines the incident is outside the scope of this directive.

1.5.2. Limited Use Safety Mishap Reports will be required for flight, flight-related, aircraft involvement, space, and missile mishaps. Personnel assigned to conduct limited use safety mishap investigations will only participate in safety mishap investigations convened according to Department of Defense (DoD) Instruction 6055.7, Mishap Investigation, Reporting and Recordkeeping, April 10, 1989, and this policy directive.

1.5.3. Safety Mishap Reports, their attachments, and information extracted from them will not be used as evidence for punitive, disciplinary, or adverse administrative actions. They will not be used as evidence in determining the misconduct or line-of-duty status of any personnel, or as evidence in a flying evaluation board. They also will not be used to determine liability in administrative claims for or against the Government.

In addition to the requirements set forth in AFD 91-2, AFD 91-3 establishes additional program requirements that must be observed as you, the supervisor, establish your occupational safety and health program.

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**27 SEPTEMBER 1993
AIR FORCE POLICY DIRECTIVE 91-3**



Safety

OCCUPATIONAL SAFETY AND HEALTH

1.1. The Air Force is committed to providing safe and healthful workplaces to preserve our human resources. This directive establishes policies to prevent occupational injuries and illnesses.

1.2. The Air Force goal is to reduce the number of occupational injuries and illnesses to zero.

1.3. Air Force occupational safety and health (AFOSH) standards outlined in AFI 91-301, The US Air Force Occupational Safety, Fire Prevention, and Health Program, will apply in all areas except where otherwise prescribed or specified in status of forces agreements, or where specifically exempted.

1.4. The Air Force will abate workplace hazards as soon as practical, using a "worst first" approach whenever possible.

1.5. All employees will receive training in occupational safety and health--integrated as much as possible into job training.

1.6. The Air Force will train and equip people who can identify, evaluate, and control workplace hazards.

1.7. Safety and occupational health requirements will be incorporated as part of acquisition for new systems.

1.8. This directive establishes the following responsibilities and authorities:

1.8.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for occupational safety and health policy.

1.8.2. HQ USAF Safety (SE) and Surgeon General (SG) have a functional relationship with SAF/MI and bear primary responsibility for formulating and executing policy for occupational safety and health.

1.8.3. The Chief of Safety (HQ USAF/SE) reports to the Chief of Staff and SAF/MI on two occupational concerns: injury and illness statistics, and the status of unfunded corrections to occupational safety and health hazards.

1.8.4. The Air Force Safety Center (AFSC) administers the overall AFOSH program; develops AFOSH instructions and standards for occupational safety; performs program evaluations required by Title 29, Code of Federal Regulations, Part 1960, Federal Employee Occupational Safety and Health Programs, current edition; maintains statistics on occupational injuries and illnesses; tracks the correction of workplace hazards; and reports statistics to HQ USAF/SE.

Supervisory and Individual Responsibilities under AFIs 91-202 & 91-301

In accordance with AFI 91-202, Para 1.8.14. Supervisors must:

- Know the safety and occupational health standards that apply to their areas.
- Analyze job environment and tasks for hazards through Job Safety Analyses (JSA) and Operational Hazard Analyses (OHA).
- Enable each worker to participate in workplace risk management processes.
- Develop job safety standards and/or job safety training outlines (as prescribed in AFI 91-301, Attachment 5) for their assigned work areas. Train all personnel on standards to follow and hazards to avoid.
- Make sure that all work complies with occupational safety and health standards.
- Exercise control over job tasks to ensure base personnel correctly follow all precautions and safety measures, including the proper use of personal protective equipment.
- Train their staff on safety and health standards, procedures, and requirements of the job tasks and document the training.
- Take appropriate actions to promptly eliminate occupational safety and health hazards and correct deficiencies.
- Immediately report all mishaps that occur in their work area and all subsequent employee absences to the supporting safety office. Inform civilian personnel if a mishap involves a civilian employee.
- Make sure all personnel are trained on the objectives of risk management.

Additional requirements for program management may be found in AFI 91-301, Para 2.14. This paragraph provides management requires for Commanders, Functional Managers, and Supervisors. The following list each of their specific responsibilities:

- Ensure applicable OSH guidance for the workplace and operations is readily available to personnel.
- Ensure compliance with occupational safety, fire prevention, and health program requirements in their areas of responsibility.
- Ensure the AFOSH program requirements are part of the measurement of unit commanders and military and civilian supervisory personnel's performance.
- Provide safe and healthful workplaces and conduct periodic self-inspections for hazards or deficiencies. Conduct job safety analyses for each work task not governed by TO or other definitive guidance and anytime a new work task or process is introduced to the industrial or non-industrial workplace to determine potential hazards. Consult the installation ground safety staff and (or) the bioenvironmental engineer when assistance is required.
- Establish and implement hazard reporting and abatement programs.
- Notify the installation ground safety personnel of mishaps and accidental occurrences as soon as possible after the accidental event.
- Establish procedures for employees to follow in situations of imminent danger.
- Provide training for employees in job safety, fire prevention and protection, and health as required by OSH guidelines.
- Notify the installation ground safety staff when a military member or civilian becomes a supervisor for scheduling of required supervisor safety training.
- Enforce compliance with OSH guidelines.

- Ensure areas and operations that require PPE or other special precautions are identified and posted as necessary. A job safety analysis will be required to identify appropriate PPE. (See AFOSH Standard 91-31, *Personal Protective Equipment*)
- Ensure compliance with PPE program requirements.
- Post AFVA 91-307, *Air Force OSH Program Visual Aid*, conspicuously so personnel have reasonable access to it.
- Ensure compliance with the AF Hazard Communication Program (AFHCP) as outlined in AFOSH Standard 161-21.
- Maintain Bioenvironmental (BE), Safety, and Fire Protection periodic reports until superseded.
- Brief all personnel on the findings and recommendations contained in annual and baseline BE (industrial hygiene) surveys and reports.
- The performance evaluation and appraisal of commanders, military and civilian managers, and supervisors will include measurement of the extent to which the responsibilities of this instruction are discharged in a manner consistent with specifically assigned duties and authorities. Military and civilian non-supervisory personnel must also be evaluated if occupational safety and health work performance is a significant factor in assigned duties. For civilian personnel, (AFI 91-301) attachments 3 and 4 provide sample performance evaluation and appraisal elements and standards for supervisory and nonsupervisory positions. These elements may be used or modified as appropriate. Such performance evaluations and appraisals will be accomplished according to AFI 36-2402, *Officer Evaluation System*, AFI 36-2403, *The Enlisted Evaluation System (EES)*, AFI 34-301, and AFI 36-1001, *Managing The Civilian Performance Program*.

Individual Responsibilities **from AFIs 91-202 and 91-301**

AFI 91-202, Para 1.8.15, Individuals:

- Comply with standards, instructions, job guides, technical orders, and operating procedures.
- Identify and report hazards or situations that involve placing you, your equipment, or your facility at risk using the ORM process.
- Use personal protective clothing or equipment, when required.
- Use risk management to identify, reduce, or eliminate risk in activities.
- Notify their supervisor about any job-related injury or impaired health that may effect their job performance.
- Report any job-related injury as well as any suspected or actual exposure to chemicals or hazardous materials.

AFI 91-301, Para 2.15, Air Force Personnel:

- Comply with OSH guidance.
- Promptly report safety, fire, and health hazards and deficiencies.
- Promptly report injuries and illnesses to the supervisor.
- Comply with PPE requirements that apply to the work situation, including its use, inspection, and care.
- Give due consideration to personal safety and the safety of fellow workers while doing assigned tasks.
- Have the opportunity to:
 - ◊ Take part in the AFOSH program without fear of coercion, discrimination, or reprisal.
 - ◊ Request inspections of unsafe or unhealthful working conditions or report those conditions to the supervisor, safety manager, fire protection specialist, or BE, including OSHA officials.
 - ◊ Have access to applicable OSHA and AFOSH standards, installation injury and illness statistics, safety, fire protection, and health program procedures, and their own exposure and medical records.
 - ◊ Decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm. The person and local management may request an assessment by installation safety, fire protection, or health professionals before proceeding.
 - ◊ Use official on-duty time to take part in AFOSH program activities.

Job

Safety

Training

AF FORM 55 (EMPLOYEE SAFETY AND HEALTH RECORD)

PURPOSE

The AF Form 55 (Employee Safety and Health Record) was designed to be used as a **checklist** and documentation record for general and specialized job safety, fire protection and health instructions and training. It covers the minimum subjects a supervisor is required to cover with each worker. The form will be maintained according to AFI 91-301.

WHO IS REQUIRED TO HAVE AN AF FORM 55?

AFI 91-301 requires supervisors to provide specialized safety, fire prevention, and health on-the-job training to all Air Force personnel. Supervisors provide training to newly assigned individuals and if there is a change in equipment, procedures, processes, or safety, fire prevention, and health requirements. All personnel must have the training; however, commanders, functional managers, supervisors, and staff members whose work environment is primarily low risk, do not require documentation on AF Form 55

FUNCTION

As a checklist, the AF Form 55 simply ***listed*** the items a worker will encounter while performing any of their assigned or detailed tasks. The Job Safety Outline is used to expand upon each item listed on the Form 55 and to explain, in detail, the hazards or risks of a particular task. Using the two examples provided below, both electrical maintenance and information management workers are exposed to electrical shock. However, the manner in which each job series is exposed to that hazard is quite different.

SAMPLE AF FORM 55 EXCERPT

EMPLOYEE SAFETY AND HEALTH RECORD		
<p style="text-align: center; font-size: small;">The AF Form 55 will be maintained by the supervisor in the work place. For Department of the Air Force civilian personnel, this form may be filed with AF Form 971, Supervisors Employee Brief. For military personnel - file with any records. See AFI 91-301.</p>		
1. NAME (Last, First, Middle Initial) GRADE IDENTIFIER	2. SSN	3 ORGANIZATION & OFC SYMBOL AND/OR WORKPLACE
4. OCCUPATIONAL SERIES OR PRIMARY AFSC	5. DUTY TITLE Electronics Maintenance Craftsman	
6. HAZARDS ASSOCIATED WITH PRESENT JOB OR TASKS AND WORK AREAS (NOISE, ELECTRICAL SHOCK, RADIATION HAZARDOUS MATERIALS, ETC.) Electrical shock, chemical irritants to eyes and skin, flammables, heavy equipment, tripping hazards, flightline hazards, high intensity sound, engine intakes and exhaust, RF radiation, slippery surfaces, climbing on aircraft and maintenance stands, compressed air		
7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION (OHME) REQUIRED Annual audiometric examination		

SAMPLE **JOB SAFETY OUTLINE** for **ELECTRONICS MAINTENANCE**

1. Hazards of the job or tasks, and safety procedures to be followed.
 - Frequent potential for electric shock; continual work with high amperage equipment, such as (*supervisor which explain types of high amperage equipment*). Strict adherence to technical orders and their Cautions and Warnings. Many job tasks will include working with both AC and DC circuits. Wherever possible, circuits will be Locked Out. (*Supervisor would explain local lockout/tagout procedures.*)
 - Chemicals that must be used are skin and eye irritants. Materiel Safety Data Sheets will identify appropriate personal protective equipment to be worn for each chemical. Emergency eye wash stations are located (*Supervisor would explain the need to wash hands thoroughly prior to eating*)
 - Chemicals used are often flammable. Store limited quantity in flammable storage locker, in properly marked containers. Cleanup rags will be taken to the Support Branch for disposal.
(*Physically show workers the flammable storage containers*)
 - Electronic equipment is often bulky and heavy. Two-person lifting procedures will be used for heavy equipment. Use of dollies or carts to move heavy/bulky equipment from one location to another.

EMPLOYEE SAFETY AND HEALTH RECORD		
<p>The AF Form 55 will be maintained by the supervisor in the work place. For Department of the Air Force civilian personnel, this form may be filed with AF Form 971, Supervisors Employee Brief. For military personnel - file with any records. See AFI 91-301.</p>		
1. NAME (Last, First, Middle Initial) GRADE	2. SSN	3. ORGANIZATION & OFC SYMBOL AND/OR WORKPLACE IDENTIFIER
4. OCCUPATIONAL SERIES OR PRIMARY AFSC	5. DUTY TITLE Information Management Journeyman	
<p>6. HAZARDS ASSOCIATED WITH PRESENT JOB OR TASKS AND WORK AREAS (NOISE, ELECTRICAL SHOCK, RADIATION HAZARDOUS MATERIALS, ETC.)</p> <p>Lifting heavy objects, tripping hazards, slipping hazards, sharp objects, electrical shock, flammable and chemical hazards</p>		
7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION (OHME) REQUIRED		

SAMPLE
JOB SAFETY OUTLINE
for
INFORMATION MANAGEMENT

1. Hazards of the job or tasks, and safety procedures to be followed.
 - Lifting heavy objects is a daily part of the job. Mail bags, moving office equipment and furniture, boxes of paper for the reproduction machine. Never attempt to move objects that are too heavy. Ask for assistance or use the dolly.
 - Tripping hazards can occur due to the large number of electrical appliances and equipment used throughout the workcenter. Old carpeting in the building has began to curl and when visiting the industrial shops, air hoses may be across walkways.
 - Slipping hazards may appear on tile floors due to spilled beverages or during inclement weather due to rain or snow. Industrial shops may have spilled liquid chemicals or oil.
 - Sharp objects such as scissors, tacks, razor blades, and the paper cutter can result in serious injury if not properly used and store. Due to the large volume of paper needed in the reproduction machine, paper cuts could occur or cuts from sharp corners inside the machine.
 - Electrical shock may occur from frayed and worn electrical cords on the computers, reproduction machine, coffee pot, or microwave. Shock may also occur if liquid is spilled on any of this equipment.
 - Use of flammable and chemical hazards when detailed for building clean-up. Each chemical will have a Material Safety Data Sheet which will explain how the chemicals are to be used and what personal protective equipment will be worn.

Hazard Reporting and Abatement

HAZARD REPORTING AND ABATEMENT

1. The Hazard Reporting Program provides AF personnel a means to report unsafe conditions and practices which may cause mishaps. This can be done formally or informally. Encourage your workers to report potential hazards, and be sure to protect their identity when they request it. Remember, federal law prohibits any reprisal against a worker who reports an alleged hazard. When done informally, workers simply report their safety concerns to the person in charge. Often, that will be you. Never take these reports lightly. You owe your workers a good answer, even if the report is not validated as a hazard. You must also tell them who the next level of review is, if they are not satisfied with your answer.

*** * * * *Federal Occupational Safety and Health (OSHA) Standard* * * * ***

Standard Number: 1960.46

Standard Title: Agency responsibility. (*Agency in this standard refers to the United States Air Force)

SubPart Number: G

SubPart Title: Allegations of Reprisal

Produced by **USDOL OSHA** - Directorate of Safety Standards &
Directorate of Health Standards
Maintained by USDOL OSHA - OCIS

(a) The head of each agency shall establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in agency occupational safety and health program activities, or because of the exercise by such employee on behalf of himself or herself or others of any right afforded by section 19 of the Act, Executive Order 12196, or this part. These rights include, among other, the right of an employee to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with this part.

(b) Based on the Secretary's evaluation of agencies, procedures for protecting employees from reprisal, the Secretary shall report to the President by September 30, 1962 his findings and recommendations for improvements in procedures for the investigation and resolution of allegations of reprisal.

* * * * *

2. You must make the AF Form 457 readily available and never discourage its use. These forms are forwarded to the safety office for formal evaluation. Once evaluated and validated, if the report applies to your job or work areas, you will have the task of ensuring that corrective action is effectively implemented. It is best to correct a hazard at the lowest possible level. Find the root cause and remove the source of the problem.

3. A safety tag may be used to identify a potentially hazardous piece of equipment. When attached, other agencies may need to be notified. Some hazards may require long term actions for elimination. Ask your wing safety personnel for instructions on documenting the hazard on the Hazard Abatement Program. When the hazard is severe enough, the appropriate Safety, Fire Protection, or Health Official will issue an AF Form 1118, **Notice of Hazard**. The form assists you in notifying your workers of the existence of the hazard. You must ensure the form is properly posted until corrective action is completed.

USAF HAZARD REPORT		HAZARD REPORT NO. (Assigned by Safety Office) LEAVE BLANK	
I. HAZARD (To be completed by individual reporting hazard)			
TO: CHIEF OF SAFETY (Organization and location) (Your Installation Safety Office)		FROM: (Optional - Name, Grade and Organization) (Originator's information)	
TYPE - MODEL, SERIAL NUMBER, A.G.E. / MATERIAL / FACILITIES / PROCEDURE OR HEALTH HAZARD INVOLVED (Specific details of equipment, material, facilities, or procedures involved)			
DESCRIPTION OF HAZARD (Date, Time, SUMMARY - Who, What, When, Where, How) (This section is used of explain the hazard -- the Who, What, When. If possible, the number of people exposed to the hazard should be included)			
RECOMMENDATIONS (Originator - Not Mandatory) Although not mandatory, the originator should be encouraged to recommend solutions. The originator is often in the best position to understand the problem and often corrective actions			
DATE RECEIVED LEAVE BLANK	REVIEWING PERSON (Typed or printed name, grade, and position or title) LEAVE BLANK	SIGNATURE LEAVE BLANK	DESIGNATED OPR LEAVE BLANK
DATE FORWARDED LEAVE BLANK			SUSPENSE DATE LEAVE BLANK

AF Form 1118

NOTICE OF HAZARD	
LOCATION	DATE POSTED
HAZARDOUS CONDITION	
	RISK ASSESSMENT CODE
INTERIM CONTROL MEASURES	
PERMANENT CORRECTIVE ACTION	
FOR FURTHER INFORMATION CONTACT	EXPECTED COMPLETION DATE

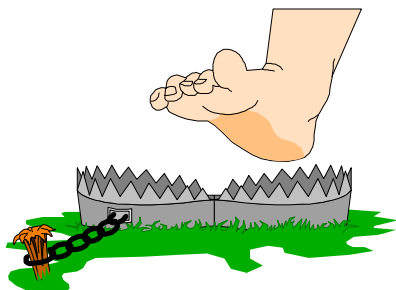
HAZARD ABATEMENT (REF: AFI 91-301)

Identified hazards are evaluated and assigned Risk Assessment Codes (RACs) by Safety, Fire Protection, or Bioenvironmental Health personnel. RACs are designed as a management tool to enable commanders to determine the feasibility and prioritization of abatement actions. RACs are determined by assessing both the **SEVERITY** and **PROBABILITY** of a mishap should one occur.

MISHAP SEVERITY is a Safety, Fire, or Bio assessment of the expected consequence if a hazard results in a mishap. This assessment ranges from the potential that a person could death or be permanently disability down to a person receiving only minor medical treatment if a mishap occurred.

MISHAP PROBABILITY is an assessment of the likelihood that a hazard will result in a mishap. This assessment is based on how soon a mishap could occur from “immediately” to “unlikely to occur.”

When severity and probability are matrixed, a RAC is determined from RAC 1 through RAC 5



RAC descriptions are as follows:

- 1 - Imminent Danger
- 2 - Serious
- 3 - Moderate
- 4 - Minor
- 5 - Negligible

Each RAC 1, 2, or 3 hazard NOT corrected within 30 calendar days, from the date it was first identified, must be entered into the installation's formal hazard abatement plan using AF Form 3, Hazard Abatement Plan. RAC 4 or 5 hazards do not become part of the installation's *formal* hazard abatement plan but are recorded and tracked until abatement actions are completed.

IMMINENT DANGER SITUATIONS

When an imminent danger situation is discovered, it will be brought to the IMMEDIATE attention of the supervisor in charge. The supervisor will take immediate action to eliminate or reduce the hazard or cease operations and withdraw exposed personnel until such action is taken.

ACTION!

POSTING HAZARDS

To alert employees to the existence of hazardous conditions (RAC 1, 2, or 3), the supervisor must post a hazard warning. This is done using either an AF Form 1118, Notice of Hazard or AF Form 979, Danger Tag. The notice or tag is posted as near as possible to the hazard being identified. It will remain posted until the hazard is corrected. Always coordinate any hazardous conditions and subsequent posting of hazards with the installation safety office immediately!!! NOTE: Posting of AF Form 1118 is addressed in AFI 91-301. Postings of AF Forms 979-982 are addressed in AFOSH Std 91-45.

SAFETY, HEALTH, AND FIRE PREVENTION TAGS (AFOSH 91-45)

AF FORM 979 "DANGER" TAG - Used where an immediate hazard (RAC 1, 2, 3) exists and specific precautions are required to protect personnel or as required by TOs instructions, or other directed requirements. "DANGER" tags indicate immediate danger and that special precautions are necessary. ONLY the supervisor may remove the AF Form 979 after the hazard has been abated and it has been coordinated with the installation safety office.

AF FORM 980 "CAUTION" TAG - Used to warn personnel against potential hazards or caution against unsafe practices and to prescribe the precaution that will be taken to protect personnel from mishap probability. "CAUTION" tags shall only be removed by the work area or activity supervisor when the hazard is abated and it has been coordinated with the installation safety office, fire department, or bioenvironmental.

AF FORM 981 "OUT OF ORDER" TAG - Used for the specific purpose to indicate that a piece of equipment, machinery, utility, or system is out of order and use might present a hazard. In some cases, the equipment or machinery which has an "Out of Order" tag placed upon it may have to be physically removed to a non-serviceable impound area. "OUT OF ORDER" tags shall only be removed by the supervisor assuming responsibility for the tag and only after the condition has been corrected to his or her satisfaction. Coordination with the installation ground safety, fire department, or bioenvironmental office (as appropriate) is optional, prior to removal of the tag.



AF FORM 982 "DO NOT START" TAG - Shall ONLY be used to alert personnel to the hazards associated with the restarting of the equipment. The tag will only be used for a few moments or a very short time until the switch in the system can be locked out. "Do Not Start" tags shall be placed in a conspicuous location or shall be placed in such a manner that they effectively block the starting mechanism which would cause hazardous conditions should the equipment be energized. "DO NOT START" tags shall be removed by the responsible on-duty supervisor only after the condition has been corrected to his or her satisfaction. Coordination with the installation ground safety, fire department, or bioenvironmental office (as appropriate) is optional, prior to removal of the tag.

Lockout/Tagout - Preventing Machine Surprises (AFOSH Standard 91-45)

When it's time for maintenance, repairs, or machine set up, simply unplugging the machine being worked on is not enough. Many serious mishaps occur when someone thought a machine or electricity was safely off. "Lockout/Tagout" is a way to protect yourself and others.

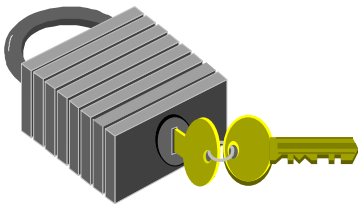
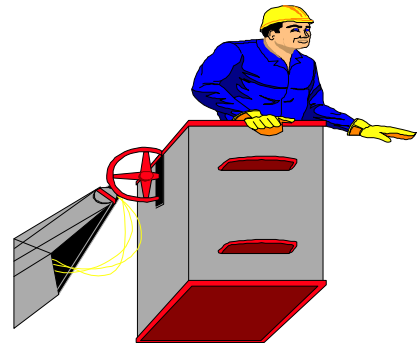
Guaranteeing Machines Stay "Off "

Lockout/tagout ensures that machines and electricity remain temporarily "off." Without a lockout/tagout system, there is the possibility that a machine will suddenly start up. Someone could be cut, hit, or crushed. There is a serious danger of electrocution or release of hazardous chemicals.

To prevent start-ups, you need to identify a machine's power source: electricity, stored electricity (such as in a capacitor), stored pressure (such as compressed air), or stored mechanical energy (such as in a coiled spring).

Take 7 Steps For Lockout/Tagout

1. **Think, plan and check.** If you are in charge, think through the entire procedure. Identify all parts of any systems that need to be shut down. Determine what switches, equipment, and people will be involved. Carefully plan how restarting will take place.
2. **Communicate.** Let all those who need to know that a lockout/tagout procedure is taking place.
3. **Identify all appropriate power sources,** whether near or far from the job site. Include electrical circuits, hydraulic and pneumatic systems, spring energy, and gravity systems.
4. **Neutralize all appropriate power at the source.** Disconnect electricity. Block movable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.



5. **LOCKOUT all power sources.** Each worker should have a personal lock, labeled with his or her name and department. You may also use clips, chains and lockout boxes.

6. **Tagout all power sources and machines.** Tags should explain the reason for the lock-out, your name how to reach you, and the date and time of tagging. Tag machine controls, pressure lines, starter switches, and suspended parts.

7. **Do a complete test.** Double-check all steps above. Do a personal check. Push start buttons, test circuits, and operate valves to test the system.

When It's Time to Restart

After the job is completed, follow the safety procedures you set up for restart. With all workers safe and equipment ready, then it's time to turn on the power.



Operational Risk Management

Air Force Operational Risk Management (ORM)

Definition, Purpose, and Scope. ORM is a logic-based, common sense approach to making calculated decisions on human, materiel, and environmental factors before, during, and after Air Force operations. It enables commanders, functional managers and supervisors to maximize operational capabilities while minimizing risks by applying a simple, systematic process appropriate for all personnel and Air Force functions. It will enhance mission effectiveness at all levels, while preserving assets and safeguarding health and welfare.

Goals and Objectives.

- Integrate ORM into Air Force Doctrine and Planning at all levels.
- Execute missions and tasks using the ORM Process.
- ORM Objectives:
 - ◆ Accept no unnecessary risk.
 - ◆ Make risk decisions at the appropriate level to establish clear accountability.
 - ◆ Accept risk when benefits outweigh the costs.

Fundamental Principles. The guiding principles of the Air Force ORM Program are outlined below. Introduction to these principles begins with the member's initial Air Force training and is continuously built upon throughout the person's career. ORM:

- Is a comprehensive system for improving individual and unit performance.
- Is tailored to the mission needs and operational requirements of implementing MAJCOMs (including ANG and AFRES), DRUs, and FOAs.
- Provides training and tools to develop and enhance proactive attitudes and understand at-risk behaviors and activities related to the mission, safety, training, and off-duty pursuits.
- Is a continuous, sequential methodology consisting of a basic number of steps that define a process. The number of steps may vary relative to mission requirements (five, six, etc.). Individuals, risk assessment teams, and safety people identify hazards through the ORM process. The following is a description of a six-step process.
 - ◆ *Identify the Hazard.* Hazard can be defined as any real or potential condition that can cause injury, illness, or death to personnel, or damage to or loss of equipment or property. The dimensions of a hazard are not confined, nor do they have limits.
 - ◆ *Assess the Risk.* Risk is the probability and severity of loss linked to the hazard. Assessment is the detection of hazards and the application of measurement to the level of risk they represent. The assessment step in the process quantifies probability, severity, and cost.
 - ◆ *Analyze Risk Control Measures.* Investigate specific strategies and tools that reduce or eliminate risk.
 - ◆ *Make Control Decisions.* Decision makers deal with risk by accepting, avoiding, reducing, spreading, or transferring it. This requires the

expenditure of assets: money, time, procedures, regulations, training, materials, facilities, manpower, or policy.

- ◆ *Risk Control Implementation.* Once control strategies have been analyzed, an implementation strategy needs to be developed and then applied by management and the work force.
- ◆ *Supervise and Review.* ORM is a process that continues throughout the life cycle of the system, mission or activity. Once controls are in place, then the process must be scrutinized to determine its effectiveness.
- Requires the active participation of all USAF personnel at all levels of command, both on and off duty.
- Requires periodic review of mission performance to measure risk control effectiveness.

Operational Risk Management Wheel



Safety Observations and Inspections

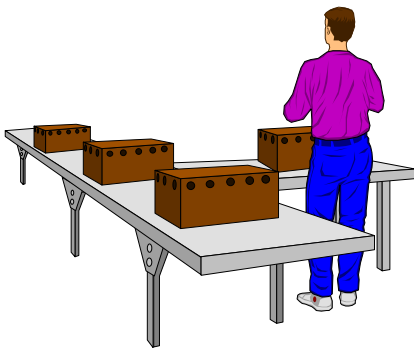
SAFETY OBSERVATIONS AND INSPECTIONS

1. AFI 91-301 requires supervisors to conduct periodic safety inspections of their workplace. These inspections should include, but are not limited to, a check of personnel work habits as well as a check of the work area to identify, repair, or replace defective tools and equipment. The supervisor should check for adequacy of housekeeping, illumination, ventilation; serviceability and availability of safety equipment; equipment arrangement; fire hazards; and any other potential risks. Doing so keeps the workplace safe and allows successful mission accomplishment. Most information needed to conduct inspections is available in Tech Data, OIs, AFOSH Standards, and Job Safety Analyses (JSA). This information will complement training received in technical schools, PME, and other courses. When you are knowledgeable of safety requirements, you can better identify problems in your workplace. Good checklists will prove invaluable in your efforts. Local Safety, Fire Protection, and Health staffs will help you develop workcenter checklists. If a problem or deficiency is found, you will be responsible to ensure it is corrected. Finally, a few words about follow up -- your job is not done until corrective actions are accomplished and are working properly.

2. One of the most effective ways you can prevent mishaps is by observing your workers. Let your workers know that you are observing them, to avoid the appearance of "spying" on them. As you observe the manner in which work is being done, whether

it be in an industrial shop or an administrative office, determine if your workers are following safety requirements. If you identify a safety problem, correct it and explain your concern to the worker. Observe all workers, no matter the experience level. Sometimes experienced workers may take shortcuts that could put themselves or co-workers at risk. Finally, as you inspect, observe, and correct potential hazards, don't forget to add your observations to

your safety training program. Then, get the word out to all your workers.



SPOT INSPECTIONS (REF: AFIs 91-202 and 91-301)

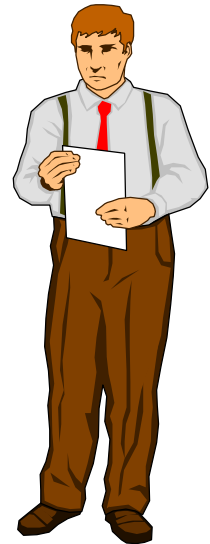
Regardless of the type of organization, there are hundreds, if not thousands of items like pipes, hoses, wires, cables, chains, cords, pulleys, and belts in every work environment that wear out at some point. Normal wear and tear will bring about gradual deterioration that may be detected prior to personnel injury, property damage or work interruption. On the other hand, failure of many of these items can take place suddenly and involve circumstances that present immediate risks to people and property.

In addition to the increased risk created as these items wear out, there is also the mishap potential if items are damaged by abuse and misuse. The disorderly arrangement of materials and equipment, using the wrong tools for the job, or carelessness are examples of poor work habits that add to potential loss.

One of your responsibilities as a supervisor will be to conduct safety inspections of your work area(s). AFIs 91-202 and 91-301 require supervisors to conduct a periodic self-inspection for hazards and/or deficiencies within their area(s) of responsibility.

A spot inspection is just that, a SPOT inspection. It is an unplanned or informal inspection which a supervisor conducts as they go about your normal duties. It is not a long, full blown, formal safety inspection, but a simple walk through of your work area to ensure work conditions and practices are safe. You don't check everything in one day. Instead, check your area one day for items such as walking surfaces, exit lights, exterior paths of exit and fire extinguishers. The next time check general housekeeping, i.e., storage of flammable items, cluttered tops of cabinets, and waste disposal. (Note: This is also a

good time to check your workplace safety program. Are safety warning signs properly posted? Are safety publications posted and readily available to the workers? This is also an excellent time to ensure your workers know their "Job Safety Requirements?"



Job Safety Analysis

JOB SAFETY ANALYSIS (JSA)

1. AFIs 91-202 and 91-301 require that a JSA be developed for each work task not governed by TO or other definitive guidance and anytime a new work task or process is introduced to the industrial or non-industrial workplace to determine potential hazards. Start with an experienced worker. Break down the job into basic steps in the actual sequence the steps are performed. Avoid the two common errors of : a) Breaking the job into too much detail or b) not breaking the job down into sufficient key steps. The key here is to keep it basic and not go into too much detail. Ask the worker, “What step begins the task?” Then, “What is the next step?” Next, work with that same worker and identify all the hazards associated with each step. With each step, ask yourself if there is any way the worker could be injured or equipment damaged. For each potentially hazardous step you discover, you must establish a procedure to avoid injury or property damage. Discuss ideas with the worker on how to improve the process. Your safety staff is available to assist you in preparing a JSA.

2. Every supervisor should:

- Review all JSAs periodically to ensure accuracy.
- Check the JSA requirements against the task while it is being performed.
- Solicit and use suggestions from the worker as well as outside sources.
- Observe workers to ensure hazards have not been overlooked.
- Followup on recommended solutions and precautions to ensure they do not create new hazards.
- Maintain completed JSAs in your workplace.



What is a Job Safety Analysis?

Job Safety Analysis (JSA) is a process that has evolved into a formal method to identify, assess, and correct risk potential. From the simplest tasks to the most complex task, a job is broken into its basic component parts and each task is analyzed to determine if there is a better, safer way to accomplish it.

A JSA can be a useful process to analyze causes of fatalities, injuries, damage to equipment and health hazards. It also helps to identify ergonomic (man-machine interface) benefits for many jobs.

JSAs should be developed:

- first for jobs in which mishap frequency is highest;
- next, where job injury or occupational illness has been severe;
- then where the potential for serious injury, illness, death or substantial equipment damage is possible, even if no such mishaps have occurred;
- Finally, for new jobs

JSA should also be incorporated into your training program. JSAs can serve as a training tool for a new or temporary employee to identify risks associated with each job and the measures to take to prevent injury or equipment damage

Other factors to consider when performing a JSA are the physical make up of employees (workers' height, strength, endurance), experience of employees, will employees be working alone, and what are the critical positions in an operation.

A JSA is normally performed with the worker and the worker's immediate supervisor and deals with the tasks that are performed on a day-to-day basis. A JSA is not carved in stone. A JSA can be modified as changes in the workplace occur. JSA should be maintained in the workplace for easy reference.

Mishap analysis and process documentation is another important function of JSA. A JSA can serve as a standard operating procedure for a particular job task. In the event of a mishap, the JSA worksheet can be reviewed to analyze the mishap sequence, identify which procedure may have been omitted, and pinpoint potential solutions.

JSA recognizes that almost all mishaps are a result of human factors -- unsafe acts rather than unsafe conditions of the workplace. As a team, the supervisor and workers should review actual job tasks to:

- identify any unsafe aspects of each task.
- develop processes to eliminate or mitigate the identified unsafe aspects of the task for management's review and after approval, implement those processes.

JSA is more than a tool or technique; it is a continual process. Personnel come and go, job requirements change and new technology often provides different, more economical ways to perform a job. In short, the workplace constantly changes. Use ORM and the JSA processes to PREVENT MISHAPS BEFORE THEY HAVE A CHANCE TO OCCUR!!

JOB SAFETY ANALYSIS GUIDE

JOB: _____

DATE:

WORKCENTER:

SUPERVISOR:

JOB TITLE OF WORKER WHO DOES TASK:

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE):

ANALYSIS BY:

REVIEWED BY:

[illegible]

JOB SAFETY ANALYSIS GUIDE

JOB: _____

DATE: _____

WORKCENTER: _____ **SUPERVISOR:** _____

TITLE OF WORKER WHO DOES TASK: _____

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE): _____

ANALYSIS BY: _____ **REVIEWED BY:** _____

1. SEQUENCE OF BASIC STEPS:

Break the task down into its basic steps. For example, what is done first, what is done next, and so on. You can do this by: (1) observing the task, (2) discussing it with workers, (3) using your experience and knowledge of the task, or (4) a combination of all three. Record the steps in the task in their normal order of occurrence. Describe what is done; not the details or how it is done. Three or four words are normally enough to describe each step in the task.

2. POTENTIAL MISHAP CAUSES OR HAZARDS:

For each task step, ask yourself what mishap could happen to workers performing the task and what the probability would be of the mishap occurring. Get the answers by: (1) observing the task, (2) discussing the task with workers, and/or (3) using "lessons learned" from other mishaps. Ask the questions:

- Can workers be struck by or contacted by anything?
- Can they strike against or come in contact with any item which can cause injury?
- Can they be caught in or between anything?
- Can they fall?
- Can they overexert?
- Are they required to do repetitive lifting or heavy lifting?
- Are they exposed to potential hazards such as toxic gases, chemicals, radiation or noise?

3. RECOMMENDED SAFE TASK PROCEDURE:

For each identified potential mishap cause or hazard, consider the following questions:

- How should the workers do the task step to avoid the mishap or eliminate the potential hazard?
- What can be done to eliminate or mitigate the hazard by redesigning the work area or equipment?
- How can the procedure be modified to eliminate the hazard?

Be sure to describe in detail the precautions workers must take and ensure that these steps are placed in the task procedure or checklist. Take special care that important steps or details are not inadvertently omitted from the task. Ensure that the guidance is clear and specific and easily understood by workers.

Mishap Reporting and Investigation

MISHAP INVESTIGATION (AFI 91-204)

A mishap investigation is a detailed, systematic search to uncover the "who, what, when, where, why and how" of a loss producing event, and to determine what corrective actions are needed to prevent recurrence. Mishap investigations have inherent priorities over other activities and investigations connected to the mishap. Among these is the right of investigators to impound Air Force property involved in the mishap. This means, once the mishap scene is stabilized (i.e., personnel have been rescued, hazardous materials have been secured, fires have been extinguished, etc.) investigators may impound any property, materials, and documents which are relevant to the investigation.

Timely investigation of mishaps depends on prompt notification. That is why "mishap reporting procedures" must be established within each unit. As the supervisor, it is your job to ensure workers are thoroughly briefed on these procedures. Supervisors play an important role in relaying mishap information. When advised of a mishap, they notify proper emergency response agencies (fire department, medical facility, security police) and then pass the information through command and control elements to the safety staff. ALL mishaps must be reported to the installation safety office, not just those mishaps that **seem** to be "reportable." The installation safety staff decides if a mishap meets reporting criteria.

If a mishap should occur within your workcenter the following steps should be followed:

- **THINK!!!** Do not jeopardize yourself or others in trying to stabilize the mishap scene. **DO NOT CREATE A SECOND MISHAP!**
- Notify the proper agency for help (i.e., Fire Dept., Security Police, Medics, etc.).
- If possible, tend to the injured or try to protect the situation from becoming worse.
- Secure the mishap scene. When the scene is stabilized, put it under tight control -- nothing added, nothing taken away, nothing moved. Prevent unnecessary handling or moving of evidence.
- Notify the commander, your unit safety representative, and installation safety office as soon as possible.

MISHAP DATA WORKSHEET

From: (Supervisor)
Thru: (Unit Safety Representative)
Thru: (Unit Commander)
To: (Wing Safety Office)

Person Data

Grade/Name of Injured Person (Last, First, MI):
AFSC/Job Series:
Unit/Office Symbol/Duty Phone:
Age/Gender:
Applicable Training Dates:
Days Scheduled to Work (Circle) SUN MON TUE WED THU FRI SAT
On-Duty ___ Off-Duty ___
Work Hours:
Duty Status (Military) Injury Data:
Type of Injury (Bruise, Cut, Strain):
Location and Parts of Body Injured (Lower Back, Right Leg):
Date of Medical Treatment:
Physician's Name and Hosp/Clinic Address:

Mishap Data

Exact Mishap Location (On-base, off-base, workcenter):
Date/Time of Mishap:
Day of Mishap:
Equipment/Vehicle Involved (Description of equipment/vehicle if applicable):
Seat Belts Used: Yes ___ No ___
Alcohol Involved: Yes ___ No ___
Manhours to Repair:
Replacement Cost:
Material Cost:
Total Cost of Repair:

Brief Narrative:

(Explain details of mishap. If training was a factor, whether personal protective equipment was needed and used, if alcohol or seat belts were involved, if written procedures were factors)

Corrective Actions Taken or Planned:

Review/Coordinated:

Unit Safety: (Date/Signature)

Unit Commander: (Date/Signature)

INJURY COMPENSATION FOR CIVILIAN EMPLOYEES

The Federal Employee Compensation Act (FECA) provides monetary compensation, medical care and assistance, rehabilitation, and re-employment rights to federal employees who sustain disabling injuries as a result of their federal occupation.

Qualifications: To qualify for benefits, employees or their supervisor must establish that the injury, illness, or death was casually related to their employment or that a pre-existing injury or illness was aggravated as a result of employment.

The program does not include injuries caused while intoxicated, by self-infliction, while attempting to cause injuries to others, by willful misconduct, or by injuries resulting from traveling to and from work.

Supervisor responsibilities:

- Become familiar with civilian injury compensation requirements. Overseas locations may have different requirements for foreign national employees working for the Air Force.
- Immediately report all injuries to the Civilian Personnel Office and Installation Safety.
- Consult with witnesses, medical/safety officials and Civilian Personnel Office before signing any forms. Once an injury is reported by the supervisor to be job-related, a change from this position is very difficult.
- Controvert/contest all claims if any of the following conditions exist:
 - The disability results from a non-occupational disease or illness.
 - The employee is excluded by 5 United States Code 8101 (1) B or E.
 - The injury occurred off the employing premises and the employee was not involved in official "off premises" duties.
 - The injury was caused by the employee's willful misconduct, intent to bring about personal injury or death of self or another person, or was caused by the employee's intoxication.
 - The injury was not reported on CA Form 1 within 30 days following the injury.
 - Work stoppage first occurred six months or more following the injury.
 - The employee reported the incident after employment termination.
 - The employee is enrolled in the CAP, Peace Corps, Job Corps, Work Study Program, or other similar groups.



Light/limited duty: The Civilian Personnel Office will assist managers and supervisors in identifying suitable light-duty assignments to offer employees who would otherwise be placed on Continuation of Pay (COP) of long-term Federal Employee Compensation Act (FECA) benefits. The supervisor will advise the employee that light-duty work is available and will provide the employee with written notification of his or her obligations to return to work as soon as possible. If a standard light-duty job description is available, the employee will be given a copy to take to his or her attending physician. If not, a written description of an accommodated position should be sent to the attending physician. In either instance, the job or position description must be absolutely specific as to the physical requirements.

Actions by the Supervisor: The supervisor and Injury Compensation Program Administrator (ICPA) will monitor the employee's medical progress and duty status. Form CA-17, Duty Status Report, should be sent to the attending physician for this purpose. Additional information or clarification may be obtained by CPOs through telephone contact with the employee's attending physician. The contact should be by a physician or nurse who is an AF representative or by the ICPA.

Problem Cases: If the employee is able to perform light-duty work, the supervisor, with the assistance of the CPO, will notify the employee immediately of the description of the job, the physical requirements of the job, and the employee's reporting date. In order to return the employee to work promptly, the supervisor or CPO should contact the employee by telephone and follow-up with a written confirmation. Written documentation of this action including the description of the duties, the physical requirement, and the date of availability, should be sent to the Office of Worker's Compensation Programs (OWCP) at the same time as it is sent to the employee. The employee should be provided five workdays to respond to the job offer. If the employee does not respond within five workdays, Continuation of Pay (COP) may be terminated. If the injured employee is unable to return to the same job he or she held on the date injured, every effort will be made to place the employee in a position compatible with the physical limitations resulting from the injury or illness and any pre-existing conditions. Placement actions will be done according to the Priority Placement Table and should be documented. Copies of the employment action and Form CA-3, Report of Termination of Disability and/or Payment, should be sent to OWCP immediately. Separation or disability retirement should be the last resort. If a temporary position is offered, it must be at least 90 days in duration. (This applies only to employees who are on Air Force payrolls.)

To sum it all up the unit commander and work area supervisors must ensure that your activity has a light/limited-duty work program.



Other Safety Topics

SAFETY MEETINGS

Successfully Motivating Workers

Safety meetings can be upbeat, leaving workers feeling good about the subject and the meeting leader. Unfortunately, these meetings may also be boring and unproductive. It's not difficult to plan motivating safety meetings if you follow the basic guidelines below.

Decide Your Purposes

First, determine when the safety meeting is needed.

- To satisfy an OSHA or AF requirement.
- To pass safety information you discovered during a walk-through inspection.
- To motivate workers.
- To improve unit mishap experience.

As you plan the content and format of your meeting refer back to your purpose(s). Make sure they will all be fulfilled.

For A Great Meeting

- **Give yourself time to plan.**
- **Schedule at the beginning of the shift when everyone is alert.**
- **Ask commander or safety representative to attend.**
- **Use visual aids-strong videos or hand-outs.**
- **Ask people for suggestions.**
- **Don't criticize their ideas.**
- **Respect the audience -- don't condescend.**

Plan The Content And Format

Next, decide the content. Sometimes, that's taken care of: you've received new information from AF Safety or OSHA that you must explain. Other times, you'll only have limited direction: the commander sends you a memo like, "We have to do something about mishap rates. Any suggestions?"

Give yourself time to plan both content and format. Do your research, and ask others for suggestions along the way.

Create a Good Mix

When you plan the agenda (what happens when--), try to create a good mix of approaches. Along with lectures, try using visual aids -- videos, handouts, slides, or group interaction. This will keep interest high. All materials should be up-to-date, accurate and attractive. Explain any difficult ideas or information.

Planning The Meeting

- **Decide the purposes.**
- **Plan the content.**
- **Create a format with a good mix.**
- **Plan the follow-up.**
- **Design feedback form.**
- **Take attendance**

Respect Your Audience

During lectures, group participation and questions, never condescend. Use the knowledge workers bring to their jobs. Encourage them to offer ideas, and don't criticize or ridicule.

Your honesty is a sign of respect. If someone asks a question, it's better to say "I don't know, I'll check on it," than to try to bluff your way through it.

Follow-up

At the end of the meeting, describe your follow-up plan, so workers know that you're committed. It will reinforce their own commitment. Let them know what you expect of them. Finally, hand out brief, anonymous feedback forms. Design them to help you evaluate if you've met your goals.

**FOLLOW-UP
PLAN**

SAFETY INTEREST ITEMS CALENDAR

Month	National Safety Concerns	Supervisor's Safety Concerns
<i>January</i>		<ul style="list-style-type: none"> • Review: JSAs; Mishap Response Plan • Long three-day weekend and winter driving.
<i>February</i>	<ul style="list-style-type: none"> • National Child Passenger Safety Awareness 	<ul style="list-style-type: none"> • Another three-day weekend • Review training plans
<i>March</i>	<ul style="list-style-type: none"> • National Poison Prevention 	<ul style="list-style-type: none"> • Spring cleanup • Lawnmowers • Motorcycles
<i>April</i>	<ul style="list-style-type: none"> • Alcohol Awareness • National Ergonomics Awareness 	<ul style="list-style-type: none"> • Review workcenter safety procedures and MSDSs • Review prepare use of PPE
<i>May</i>	<ul style="list-style-type: none"> • Safe Kids Awareness • National Safe Boating • National Bicycle Awareness 	<ul style="list-style-type: none"> • Beginning of "101 Critical Day" summer safety campaign • Children out of school • Water Safety • Camping and Hiking Safety
<i>June</i>	<ul style="list-style-type: none"> • Fireworks Safety Month 	<ul style="list-style-type: none"> • Prepare workers for hot work environments • Sun and insect hazards • PCS moves
<i>July</i>		<ul style="list-style-type: none"> • 4th of July -- Picnics & BBQ safety, long drives • Longer daylight hours and fatigue
<i>August</i>		<ul style="list-style-type: none"> • Children returning to school • Check mobility gear • Prepare for contact sports
<i>September</i>		<ul style="list-style-type: none"> • Labor day weekend and end of "101 Critical Day" • Prepare for cooler weather
<i>October</i>	<ul style="list-style-type: none"> • National Fire Prevention • National Car Care Month 	<ul style="list-style-type: none"> • Check fire extinguishers and smoke detectors -- ask Fire Dept personnel for assist • Halloween safety • Check home heating systems • Hunting safety
<i>November</i>		<ul style="list-style-type: none"> • Winterize vehicles and water pipes • Inspect cold weather gear • Frostbite & hypothermia • Long Thanksgiving Day weekend
<i>December</i>		<ul style="list-style-type: none"> • Christmas season -- toy safety, Christmas tree and decoration safety • Designated drivers for holiday parties

GENERAL SAFETY TOPIC FOR DISCUSSION ANYTIME

- Electrical Safety
- Lifting and Material Handling
- Chemical Handling
- Personal Protective Equipment
- Occupant Protection/Defensive Driving
- Industrial Hygiene
- Ergonomics (Man-Machine Interface)
- Fall Protection
- Hazard Communication
- Hazardous Material Response
- Substance Abuse
- Lead Poisoning
- First Aid/CPR
- Bloodborne Pathogens
- Stress
- Housekeeping
- Machine Guarding
- Hazards of the area -- wildlife, plants, congested traffic, smog
- Vehicle maintenance/towing vehicles
- Use of home power tools
- Working at heights -- ladders around high voltage lines, working on rooftops

OFF-DUTY SAFETY BRIEFINGS

How many times have your workers come to you with that gleam in their eyes and said, "Well, boss it's time for me to go on leave?" How many times have you turned to them and said, "Great. Be sure you're careful out there and don't forget to wear your seatbelt?" This is clearly not a safety briefing. What should occur takes a little more preparation and concern.

Your preparation should start with a trip to the installation safety office or a written (or email) request to the nearest one, if there isn't one at your location. What you're going to need is safety information on such topics as trip planning, defensive driving, swimming, scuba diving, snorkeling, mountain climbing, skiing, boating, hunting, fishing, and other activities that are potentially hazardous. Once this safety information has been reviewed, select the key points needed for your briefing. The safety personnel can assist you with this task.

Now it's time to brief your workers, and not just those going on leave. Those going PCS, TDY, and off on a weekend trip should also be briefed. Sit down with them and ask them what their plans are during their travels. Then take the time to inform them of the potential risks they may face and, most important, how to avoid them. When you convey this information, also convey your concern for their safety and the safety of their family.

Taking leave offers us a great opportunity to get away from our jobs and visit exciting places both near and far. Often these well-deserved leaves turn to tragedy because someone failed to use caution in their rush to enjoy their leaves to the fullest. If you feel individuals need more travel time to have a safe trip, be sure to advise them on their available options. One of these options involves travel time by privately owned conveyance (POC) during PCS or TDY. Additional travel time may be authorized or approved when travel is delayed for reasons beyond the member's control (acts of nature, serious illness, restrictions by government authorities, or other appropriate reasons as determined by the unit commander). The lesson here is that there is no reason for anyone to throw caution while on leave, during PCS or TDY. An adequate risk assessment prior to departure can save a person's life.



When your workers return from leave, you may want to ask them if the safety information was of any help. Their feedback may provide you with information that you can use to improve your briefings. Then when you go on leave, practice what you preach by doing a risk assessment with your supervisor.

Safety
Internet Web Site Addresses

<u>Organization</u>	<u>Address</u>	<u>Description</u>
Hq Air Force Safety Center	http://www-afsc.saia.af.mil	Created in 1997, this web page will provide access to specific Air Force-level safety issues.
Hq US Air Force Electronic Products	http://afpubs.hq.af.mil/elec.products/	Link to Air Force publications
Office of the Asst Deputy Under Secretary of Defense for Safety and Occupational Health	http://www.acq.osd.mil/ens/sh/	Link to Dept of Defense-level safety issues
US Dept of Labor Occupational Safety and Health Administration	http://www.osha.gov	Link to the Dept of Labor Occupational Safety and Health (OSHA) issues

